

USER'S GUIDE

2003 EDITION, Vol. 2

Archaeological Review Procedures for CFIP Projects

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Note: This document supersedes earlier versions previously distributed to CDF staff

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I. General Information

Introduction: These procedures provide general guidance to the CDF Forester/Project Manager, the consulting RPF, and the CDF Archaeologist to complete an archaeological survey and resource impact evaluation for CDF Projects in the California Forest Improvement Program (CFIP). These procedures are designed to ensure protection of archaeological and historical resources and achieve compliance with CEQA, the CFIP Environmental Impact Report (EIR), the California State Register Bill (PRC 5020-5024), and Executive Order W-26-92. For the purpose of this document, the term *archaeological site* is meant to include archaeological, historical, or cultural sites, features or artifacts, and is synonymous with the term *historical resource* as defined in PRC Section 5020.1(j). Hereafter, this document simply refers to this category of resources as archaeological sites. The term *CDF projects*, as used here, means any type of project where CDF is acting as lead agency pursuant to the California Environmental Quality Act (CEQA) except for Timber Harvesting Plans (THPs). Although procedures for archaeological review of THPs are similar, THP survey reports are presented on a different survey report form.

Role of the CDF Project Manager: The CDF Project Manager is responsible to ensure that archaeological review procedures have been satisfactorily completed before initiating the project. A key element of the procedures described in this document is a coordinated effort between CDF staff developing the project, the consulting RPF, the landowner and the appropriate CDF Archaeologist responsible for support and assistance. The Project Manger should refer to the Archaeological Review Procedures for CDF Projects, revised January 9, 2003 for additional information.

Minimum Qualifications: Archaeological review work for CDF projects shall be conducted by persons meeting the same training standards specified in the Forest Practice Rules for the preparation and review of THPs (see 14 CCR Section 929.4). These standards require that archaeological surveys, impact assessments, site recording, and preliminary studies be conducted either by a professional archaeologist or an archaeologically trained resource professional working under the supervision of a CDF Archaeologist. For most CDF projects, the preliminary study, survey work, and preparation of a survey report or clearance letter will be completed by an archaeologically trained forester or other key official in the unit in consultation with a CDF Archaeologist.

Web Site: The CDF Archaeology Program maintains a web site that, among other functions, serves as a convenient method to provide information, reports, forms, instructions, and other types of assistance in the task of conducting archaeological review work for CDF projects. These web pages can be located through a link at the Department's main Internet Web Site at <http://www.fire.ca.gov> by clicking on *Resource Management and Forestry*, then clicking on *Archaeology* (scroll down the menu of options on the left side to find the Archaeology option). You may also go directly to our web site at <http://www.indiana.edu/~e472/cdf/> . CDF project managers are encouraged to regularly visit this web site and become familiar with its contents which include the current Native American Contacts List, a List of Information Centers, Archaeological Training Schedule and Enrollment Instructions, Survey and Recording Forms, CDF's Management Plan for Historic Buildings and Archaeological Sites, and many additional items needed to conduct archaeological reviews for CDF projects.

II. Procedures for Archaeological Reviews of CDF Projects

Preliminary Study: The first step in the process of conducting an archaeological review of a CDF project is the completion of a *Preliminary Study*. This study should be undertaken by the CDF project manager in consultation with the appropriate CDF Archaeologist. If the CDF project manager does not have current CDF archaeological training as described on page 1, then the CDF project manager shall appoint a designee who has current CDF archaeological training, and who is familiar with the details of the proposed activities and locations. The purpose of the Preliminary Study is to determine if impacts to cultural resources are possible. This determination shall be made after considering the full range of specific project activities and practices, the location of the project, and other relevant factors.

The Preliminary Study will be conducted during a telephone conversation or face-to-face meeting between the CDF project manager and the appropriate CDF Archaeologist. Prior to this telephone conversation or face-to-face meeting, the CDF project manager shall provide the CDF Archaeologist with a copy of the project map(s) as well as a description of the proposed project in order to provide the adequate information the Archaeologists need to assess the likelihood of the presence of cultural resources. CDF Archaeologists are regularly available each week to participate in telephone consultations and assist in the completion of Preliminary Studies for CDF projects. The CDF project manager and CDF Archaeologist shall identify and evaluate the full range of project activities and compare those activities to the list of Exempt Practices provided in this document.

If the Preliminary Study concludes that the proposed project does not have the potential to affect cultural resources, pursuant to the list of Exempt Practices (listed below), or other circumstances, then an archaeological survey would not be required. The CDF Archaeologist must concur with this finding. In such cases, a records check, Native American notification, prefield research, and survey report are not required. Archaeological clearance of the project must be documented in the form of a letter to the project file (prepared by the CDF project manager) that indicates the rationale supporting the decision to waive archaeological survey requirements. A copy of this letter shall also be sent to the appropriate CDF Archaeologist for his/her file.

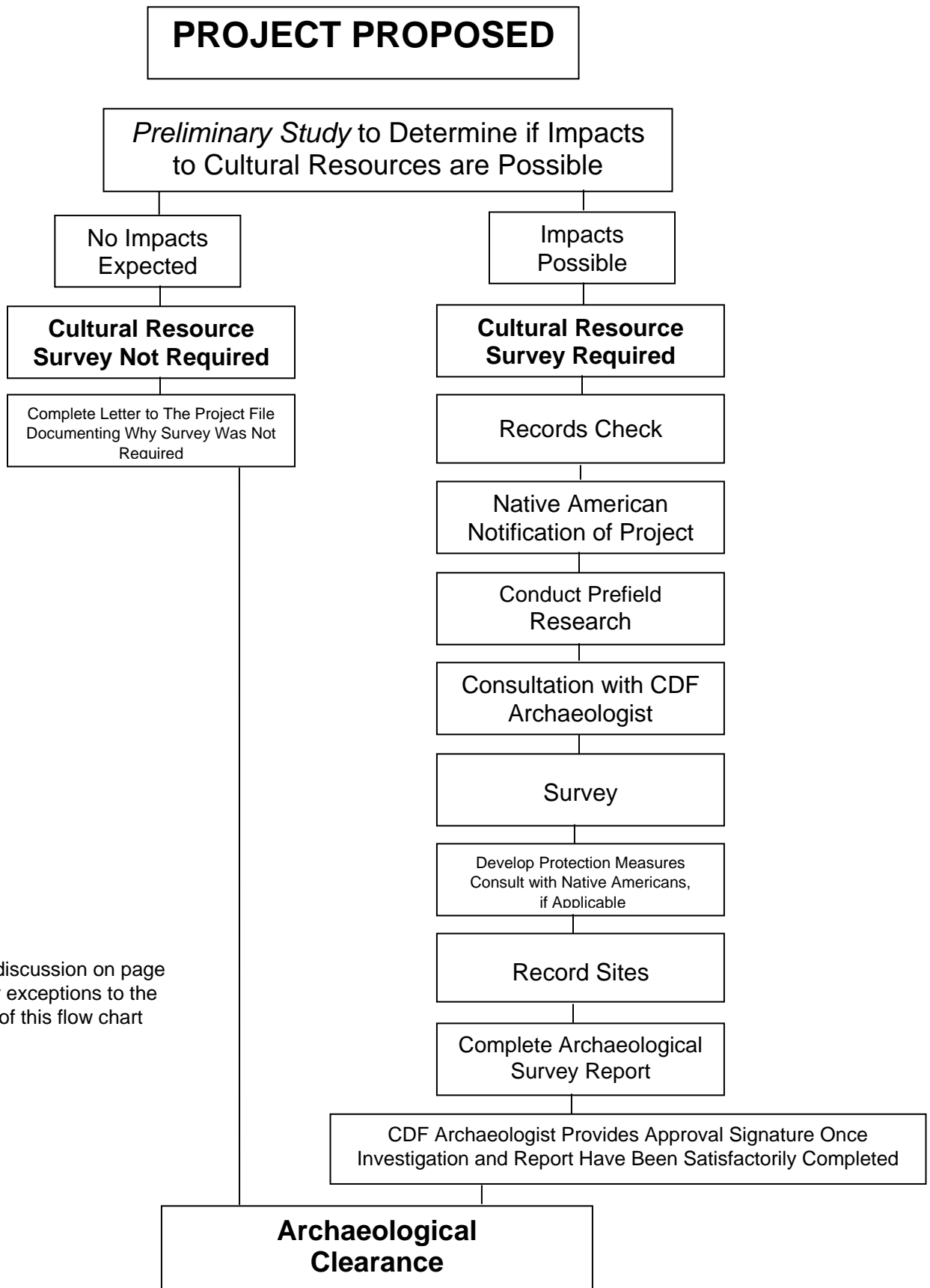
The CDF project manager (or their designee) shall conduct an intensive cultural resource survey if the Preliminary Study reveals the potential to affect cultural resources. In most situations, this survey will include all of the procedural steps discussed below and shown on the *Cultural Resource Review Procedures* flow chart on page 4 of this document. Barring an unusual exception noted below, the list of tasks specified in *Cultural Resource Survey Procedures* shall be completed as part of the cultural resource review for every CDF project determined to have the potential to affect cultural resources. During the review of certain projects, the CDF project manager may determine that one or more of procedural steps 1 through 3 could be omitted. However, the concurrence of a CDF Archaeologist must be obtained in order to bypass any of these steps.

In general, any project that includes ground-disturbing practices shall be considered to have the potential to affect cultural resources and, consequently, shall require an archaeological survey. Typical examples of such practices include, but are not limited to, any type of use of heavy equipment to alter the landscape, site preparation, forestland conservation work such as erosion control, road repair, stabilization and abandonment of road beds, improvement of drainage facilities, and/or stream bank stabilization. Other types of projects may also require archaeological survey in spite of limited disturbance to the ground. Such projects include, but are not limited to, rural tree

planting, prescribed burning, broadcast burning, and the burning of slash piles.

An archaeological survey shall be required prior to funding most tree planting projects in order to identify and avoid sites. CDF generally does not fund projects resulting in the planting of commercial species trees within the boundaries of archaeological sites. This is due to the possibility that eventual harvest of such trees might be prohibited by CDF enforcing California's Forest Practice Rules since timber harvesting operations can affect cultural resources. **However, this policy should be considered by the CDF Project Manager and the CDF Archaeologist on a project-by-project basis.** Landowners should not be discouraging from planting trees within these sites particularly in cases of post-fire rehabilitation.

Cultural Resource Review Procedures



* see discussion on page 2 for exceptions to the use of this flow chart

List of Exempt Practices: Because they are unlikely to impact cultural resources, the following practices are exempt from archaeological survey, investigation, and reporting requirements. An archaeological records check, notification to Native Americans, prefield research, intensive cultural resource survey, or the completion of an archaeological survey report are not required for projects that involve only these practices.

1. Management Plan: A long term forest and land management plan to assist forest landowners in developing their land management objectives and feasible projects. The preparation of a forest land management plan is not, in itself, a ground disturbing practice and may be funded without an archaeological survey. In such cases, archaeological survey must precede any ground disturbing practice called for in the plan. However, CDF recommends the inclusion of some level of cultural resource planning in the management plan itself, such as a record search for the entire property, an overview of local archaeology, ethnography, and history as it relates to predicting the kinds of cultural resources likely to exist on the property, and a discussion regarding future archaeological survey work and how sites will be managed. This exemption also includes Coordinated Resource Management Planning, Fire Plans, and other forms of broadly scoped planning efforts by CDF that do not result in ground disturbing practices.
2. RPF Supervision: The practice of utilizing a Registered Professional Forester to supervise on-the-ground management activities.
3. Purchase of Tree Seeds and Seedlings The purchase of tree seeds and seedlings and costs of transporting and storing them. Note: The actual planting of seeds or small seedlings in rural forested areas is not an exempt practice. While such planting may be conducted without significant ground disturbance, CDF generally does not approve funding for projects resulting in the planting of commercial species trees within archaeological site boundaries. California's Forest Practice Rules may restrict or prohibit the eventual harvest of such trees since the harvesting of commercial size trees is a practice that has potential to damage or destroy cultural resources. For these reasons, archaeological survey is required prior to funding most tree planting projects in rural forested areas in order to identify and avoid archaeological and historic sites.
4. Tree Shelters: The purchase and installation of vexar netting for browse control and shelter cards for shade necessary to assure survival of seedlings.
5. Follow-up (Release): Practices necessary to promote the survival of seed or seedlings within 36 months of planting. Generally such work is intended to control insects, diseases, rodents, weeds or brush competition and may include the use of herbicide, chain saw, weed-eater, or hand-grubbing. These practices are only implemented within tree planting units where an intensive cultural resource survey, conducted in accordance with the specifications and standards listed in this document, was completed. This follow-up work is exempt from further review because the cultural resource inventory work does not need to be repeated. If, for some reason, follow-up activities are considered for treatment units that were not previously subjected to intensive cultural resource survey, these activities shall not be considered exempt.

6. Timber Stand Improvement: Activities designed to improve timber stands include pre-commercial thinning of young commercial tree species to reduce the number of stems per acre, release of commercial tree species by removing competing noncommercial species of trees and shrubs, and pruning of young trees by removing lower branches from commercial tree species. This work will usually be done by crews using hand tools and the slash is just left on the ground, typically lopped and scattered. Note: if the slash will be piled and burned, or mechanically collected and removed for biomass utilization, those activities may not be exempt. Some biomass harvesting operations can cause significant ground disturbance and, therefore, have the potential to disturb/damage archaeological and historic sites.
7. Wildlife Habitat Improvement: The creation of snags, installation of nest boxes, roost poles, platforms, or artificial cavities for animal habitat improvement where the ground is not disturbed.
8. Reseeding: Hand or aerial applications of seed or nutrients.
9. Mulch: Hand application of mulch, placement of weed barriers, hay bales, or animal repellent.
10. Irrigation: Surface installation of trickle irrigation system.
11. Shaded Fuelbreaks (Handwork Only): Thinning and pruning of trees, generally along both sides of a road or along the crest of a ridgetop, to create an effective fuelbreak to potentially stop a wildfire, provided such trees are not part of a historic landscape. The accomplishment of such projects involves removal of vegetation by hand, lopped and scattered or chipped and scattered. Note: Shaded fuelbreak projects involving mechanical timber harvesting or the piling and burning of slash are not exempt.
12. Fire-Safe Projects: Treatment of vegetation surrounding communities to reduce the risk of catastrophic wildfires through thinning and/or removal of vegetation by crews using hand tools. To be exempt such projects must involve the chipping and removal of woody material or the chipping and scattering of woody material. Note: Fire-Safe Projects involving the piling and burning of slash are not exempt.
13. Disposal of Piled Brush: This activity involves the disposal and removal of brush piles. CDF often administers federal grants to provide chipping and removal of biomass to homeowners doing their own legally mandated defensible space clearing required by PRC 4291. In these instances, the treatment of the vegetation is not a CDF project and CDF's responsibility for environmental review only pertains to the disposal of brush piles. A chipper may be utilized to chip and scatter woody material near the brush piles. If brush piles will be collected and transported to a location for biomass utilization, those activities must be carefully evaluated for potential effects to cultural resources.

14. Diseased Oak Removal: Activities related to the eradication, gathering and removal of diseased oak trees, limbs and slash from oak trees, including, but not limited to, infestation zones of *Sudden Oak Death* without causing significant ground disturbance. Note: Ground disturbing practices such as stump removal, mechanical yarding, site preparation, and/or the burning of slash piles, are not exempt activities and will require archaeological survey.
15. Log Jam Removal: The removal of log jams and debris jams using hand labor or small mechanical devices.
16. One Cubic Meter Disturbance: Activities that involve less than one cubic meter of cumulative ground disturbance per acre.
17. Disturbed Areas: Those activities or projects where the area of potential effect (APE) is entirely within obviously disturbed contexts, and the disturbance is such that the presence of historic properties is considered highly unlikely.
18. Pesticides: The application of pesticides where such application does not have the potential to affect use of plant resources by Native Americans. The CDF project manager may need to demonstrate how Native American plant gatherers will be protected.
19. Existing Borrow Pits: Work within the perimeter of existing material borrow pits. Expansion of the area of ground disturbance to outside of the existing borrow pit is not exempt.
20. Stream Channels: Activities limited within stream channels. Note: stream channel improvements resulting in alterations to streamside terraces or cut banks along the margins of stream channels are not exempt.
21. Handlines: The creation of narrow handlines using hand tools to establish a burn perimeter. Handlines are often used to keep prescribed fire from entering into an archaeological site. This includes hand grubbing around trees or near cultural resources to prevent fire from entering or damaging such resources. Such activities are limited to light brushing of vegetation to expose mineral soil using handtools.
22. Road Maintenance: Routine road maintenance and resurfacing where work is confined to previously maintained surfaces, ditches, culverts, and cut and fill slopes along road segments crossing no known archaeological or historic sites. Proposed road maintenance activities within known archaeological or historical sites must be carefully reviewed by the CDF project manager in consultation with the appropriate CDF Archaeologist.
23. Temporary Road Closure: Temporary road closures involving no new ground disturbance.
24. Project Areas Previously Surveyed: Project activities which are entirely within areas previously surveyed for cultural resources where no cultural resources were found, if the previous survey work was conducted in accordance with the specifications and standards listed in this document.

25. Other Practices: Other practices on an individual basis as agreed to by a CDF Archaeologist. If the project is federally funded, the State Historic Preservation Officer (SHPO) and the federal agency funding the project must also agree that the practice is exempt.

Cultural Resource Survey Procedures: Archaeological surveys for non-exempt CFIP projects must include the following tasks (these match the flow chart on page 4):

Records Check: A *current archaeological records check* (defined in Section 895.1 of the Forest Practice Rules) shall be utilized in project planning. CDF may use an existing records check previously completed for another project on the same property if that records check is current (i.e., was conducted within the previous five years) and if all of the current project areas were covered in the previous records check. Typically, however, the CDF project manager or designee shall initiate a new archaeological records check specifically for the project being reviewed. It is recommended that the entire parcel be included in the request for a records check so that this information may be used if additional projects occur on the same property. This is particularly true if the records check is initiated as part of the preparation of a forest land management plan. The policies and procedures governing records checks for CDF projects are outlined in a 1996 Memorandum of Agreement (MOA) between CDF, SHPO, and the Information Centers, which is available on the CDF Archaeology Program Web Site. The Information Centers charge a fee for providing a records check and this fee must be paid in a timely manner. There may be funding for direct payment of this fee through the CFIP Coordinator. It is the responsibility of the Project Manager to check on the status of this opportunity or the availability of reimbursement to the landowner at the contract rate. The CDF Archaeology Program Web Site also contains a downloadable form to be completed when requesting an archaeological records check.

Native American Project Notification and Information Gathering: The CDF project manager or designee shall send written notification of the proposed project to the appropriate Native Americans listed on the most current version of CDF's Native American Contact List (NACL) which is also available on the web site. The purpose of this notification is to inform Indian tribes, local Native American groups and the Native American Heritage Commission (NAHC) about the proposed project, and also to invite their views and comments about the project. It also serves as an information gathering step. The notification letter shall request information concerning the location of any archaeological or cultural sites that may be known within the project area. In response, the NAHC will complete a check of its Sacred Lands File. CDF shall follow-up and investigate any potential positive result revealed through this request for information. We recommend this step be completed early in the process of developing a project (such as the same time as the archaeological records check) in order to avoid delays, allow time for Native American groups and/or individuals to respond, and create the opportunity to document the results of any consultation that may follow receipt of the notification letters and include this in the archaeological survey report. Use the most current version of the NACL available at the time the environmental impact review is being conducted. This list is updated monthly and the current list is usually posted during the first week of each month. The notification letter must include the following items:

- A request for information concerning their knowledge of archaeological, historical, or other cultural resources within the project boundaries,
- A description of the project location including the county, section, township, range, base and meridian, and the approximate direction and distance from the nearest community or well-known landmark,
- Two maps--a general location map such as a Thomas Brothers Map that shows the

- travel route from the nearest community or well known landmark to the project area and a copy of the relevant portion of the USGS topographic quadrangle map clearly depicting the location of the project boundaries as well as a map legend and scale,
- Provide the address and phone number of the appropriate CDF office to contact. I suggest you provide the name, address, and phone number of the RPF, the CDF Forester, and the CDF Archaeologist.
 - A statement requesting a response within thirty days from the date of the notice so the information can be utilized during project planning,
 - A statement that the Native American groups and/or individuals may participate in the project review process by submitting written comments to CDF within 30 days,
 - A statement that locations of sites disclosed will be kept confidential.

Additional guidance pertaining to consultation with Native Americans is provided on our web site at <http://www.indiana.edu/~e472/cdf/contacts/procedures.html>

Prefield Research: The CDF project manager, designee, or archaeologist working on the cultural resources survey shall conduct appropriate levels of prefield research as part of the investigation. The purpose of this research is to get prepared to conduct the survey, become familiar with the types of resources likely to be encountered within the project area, and to be ready to interpret, record, and evaluate these findings within the context of local history and prehistory. The investigator should review records, study maps, read pertinent ethnographic, archaeological, and historical literature specific to the area being studied, and conduct other tasks to maximize the effectiveness of the survey. The *Handbook of North American Indians - Volume 8 – California* (Smithsonian Institution 1978) and the *Handbook of the Indians of California* (Kroeber 1925) are two primary ethnographic sources; at least one of which should be reviewed. Determine which tribal group or groups occupied the area containing the proposed project and review information about those tribal groups. Another excellent source that should be checked every time is the General Land Office (GLO) plat maps for the township containing the project. Most GLO plat maps date from the 1850s to the 1870s although some are as late as 1900. The GLO surveyors often mapped homesteads, cabins, orchards, roads, trails, fencelines, mining areas, etc. that were observed during their survey. If any such features are depicted on the map within what is now the project area, a careful search should be made for surviving remnants of them or of unmapped associated features or artifacts. GLO plat maps can be an excellent source for dating historic features discovered on your archaeological survey. The GLO surveyor's notes usually accompany the plats and review of these is sometimes useful as well. GLO plat maps and records may be obtained through the mail or in-person at the Bureau of Land Management Office of Survey Records in Sacramento. It is prudent to call first: (916) 978-4330. The BLM usually charges a small fee per copy (24" X 36") but BLM has waived the fee for CDF. GLO plat maps are also kept on file at some of the Information Centers. Those Information Centers may provide a copy of a relevant portion of a GLO plat map as part of a Complete Records Check, if so requested. Old topographic maps, if available, should be examined for the locations of old houses, roads and other features that may have been displayed on these early maps but not on current USGS topographic quadrangle maps. Consulting a series of aerial photographs taken over a period of time can help date historic structures and aid in the assessment of the types of previous land-use practices and prior ground disturbances. Persons contacted should include individuals belonging to any local historical society, agency archaeologists, landowners, ranchers, neighbors, and/or other knowledgeable individuals that may have lived or worked in the area being studied. Prefield research should also include a review of archaeological

reports (either survey reports or excavation reports) and/or site records for the local area. This review will provide specific examples of the kinds of cultural resources that have been previously discovered in the general area, a discussion of archaeological, historical, and ethnographic information pertaining to the area being studied, and examples of typical artifact assemblages. Look for site location patterning and the types of artifacts or features being recorded. For projects on CDF facilities or state-owned lands, be sure to review *CDF's Management Plan for Historic Buildings and Archaeological Sites* (Foster and Thornton 2001), and *A Survey and Historic Significance Evaluation of the CDF Building Inventory* (Thornton 1994). This two-volume report includes a complete listing of all CDF buildings and provides the date of construction for each building. For projects containing CDF lookouts, review *An Inventory and Historical Significance Evaluation of the CDF Lookout Stations* (Thornton 1993). This volume also provides the age and historical significance of each surviving CDF lookout facility.

Consultation with a CDF Archaeologist: After the records check, Native American project notification, and prefield research steps have been completed, the CDF project manager shall consult with a CDF Archaeologist to review these findings and determine appropriate survey strategy and methods. It will be determined at this time whether or not a CDF Archaeologist is available to assist in the completion of the survey, or if this work will be conducted entirely by an archaeologically trained resource professional.

Survey: An intensive cultural resource survey shall be made of the Area of Potential Effect (APE) of the project area. Such a survey shall only be performed by a *professional archaeologist*, or an *archaeologically trained resource professional* as defined in the Forest Practice Rules. In most cases the work will be done by the CDF project manager, possibly assisted by a CDF Archaeologist. It is possible, however, that the survey work will be completed by a consulting RPF or professional archaeologist retained by the landowner, as part of the grant, or retained by CDF. In all cases, however, the work will be completed under close supervision by a CDF Archaeologist. The objective of this survey is to identify the specific location of all cultural resources within the project area, including but not limited to: historic landscapes, prehistoric or historic archaeological sites, features, or artifacts, historic buildings or structures, or other types of resources that have significant cultural importance to Native Americans such as traditional cultural properties, cemeteries, gathering areas, and/or sacred sites. In some situations, archaeological survey work may be delayed until after the project has begun. For example, certain exempt practices may begin without archaeological survey, and this staggered approach may be necessary to determine the precise location of Areas of Potential Effect for subsequent activities. Fuels reduction projects involving hand cutting of brush and the burning of brush piles are typical examples of the kinds of projects where archaeological survey may take place after the exact location of the brush piles becomes known.

Survey methods and techniques employed to achieve adequate coverage will vary based upon a variety of factors. These include the physical characteristics of the property, especially topographic and other environmental attributes, and other information gathered during the records check, in response to the Native American information request, and/or other prefield research, as well as the results of archaeological inventories in areas with a similar cultural and natural setting. There are four different levels of archaeological survey coverage intensity: complete, general, intuitive, and cursory. These are described below:

- **Complete** A complete reconnaissance is one in which archaeologically-trained individuals systematically traverse the area at 10 meter intervals or less, looking carefully for all evidence of prior human activity. Team members usually walk abreast. All archaeological phenomena in a given area may not be visible or as easily definable at the same time: different seasons, varying light conditions, differential erosion, and/or deadfall and duff cover may obscure the investigator's vision or reveal certain remains at different times. Nevertheless, most features should be observable to a trained surveyor walking over the entire area under investigation in a complete manner. Coverage shall be sufficient to allow the investigator to encounter the smallest of the archaeological sites likely to occur in the area under study. Spacing must be narrow enough and ground cover must be modified (if it is an observational problem) to the extent that will allow the investigator to locate the sites. If needed, ground cover modifications (e.g., systematic removal of duff) shall be used to allow inspection of mineral soil for evidence of human activity. During a complete reconnaissance areas will be encountered that could contain archaeological remains (such as prominent rock outcroppings, benches, suspicious-looking features, possible artifacts, etc.). These areas should be intensively examined to determine if archaeological remains are present before transect coverage is resumed.
- **General** A general reconnaissance is one in which an attempt is made to systematically cover an area as in a complete reconnaissance but with wider transect intervals. This might be due to steepness of slope, absence of water, or because of other physical conditions or observational constraints (e.g., deadfall, brush, steep slopes). Transect spacing may be increased to 30 meters.
- **Intuitive** Detailed inspection is given only to specific localities that exhibit previously identified characteristics that may be associated with the location of archaeological properties. Coverage is usually accomplished by traverses 30-50 meters apart. For example, if the reconnaissance is within a steep timberland and controlled studies show that remains of historic activities are not expected for the area and prehistoric sites occur only on benches and near springs, the investigator might then be justified in covering the area in a manner sufficient to locate those natural phenomena that have potential for association with the location of archaeological sites. Detailed inspection is reserved for those areas identified as archaeologically sensitive. Localities within low potential areas that shall receive detailed inspection in this study include springs, seeps, and low rises in flat plains.
- **Cursory** A cursory reconnaissance is one in which the inspector gives the areas a quick field inspection rather than intensive coverage. Sometimes these areas can be examined by walking briefly through and checking likely or probable spots close to the line of travel. Such methods should be employed along with visual aids (e.g., aerial photographs) to ensure that specific localities that exhibit characteristics that may be associated with archaeological site locations are not overlooked. The environmental factors that should be scanned for have been mentioned above.

Develop Protection Measures: CDF shall develop effective protection measures for all identified cultural resources located within project areas. These measures may include adjusting the project location or design to entirely avoid cultural resource locations or changing project activities so that damaging effects to cultural resources will not occur. These protection measures shall be written in clear, enforceable language, and shall be included in the archaeological survey report.

CDF shall exercise a strategy of avoiding all adverse impacts to cultural resources. If impacts to cultural resources cannot be avoided, CDF is responsible for developing specific, effective measures to ensure the mitigation/reduction of impacts to cultural resources in order to avoid or prevent substantial adverse change as defined in state law (PRC Sections 5020-5024, 210833.2, 21084.1, and CCR Sections 15064.5 through 15360).

Consultation with Native Americans: In the event that *Native American Archaeological or Cultural Sites* (defined in the Forest Practice Rules) are identified within a project area, CDF shall notify Native Americans regarding the existence of such sites, provide information regarding the proposed protection measures, and provide Native Americans the opportunity to submit comments and participate in consultation to resolve issues of concern.

If, during review of certain CDF projects, the typical practice of allowing 30 days for reply to this second notice will create difficulties, the CDF project manager or designee may consult over the telephone or through a face-to-face meeting with each required tribal contact and document this consultation in Part 3 of the report.

Record Sites: CDF shall record all archaeological or historical sites discovered within project areas. This recording work shall be conducted in accordance with the policies specified in OHP's *Instructions for Recording Historical Resources* (1995). Additional guidance for site recording is provided in CDF's *Suggestions for Preparing Archaeological Site Records and Site Maps* (2001). Both of these documents on site recording procedures and the forms used to record them are available on our web site. CDF is occasionally requested by Native American groups to not record certain types of cultural resources (such as ceremonial or sacred sites) as a condition upon their disclosure. In such instances, CDF will honor the request and not record these types of sensitive cultural resources.

Complete Archaeological Survey Report: CDF shall ensure that an archaeological survey report is completed for every cultural resource survey conducted for a CDF project. This report will be prepared using CDF's *Archaeological Survey Report Form for CDF Projects* (available on our web site) or an equivalent format containing the same information in the same order. Detailed instructions for completing this report are provided in Chapter III beginning on page 18.

CDF Archaeologist Provides Approval Signature Following Satisfactory Completion of Investigation and Report: A CDF Archaeologist shall carefully review all archaeological survey reports prepared for CDF projects. This review shall include elements of completeness, accuracy, content, and professional adequacy. If necessary, this review shall include a field inspection to examine cultural resource discoveries, spot-check areas to test adequacy of survey coverage, and review of site records in field settings. Most importantly, this review shall include a careful review of the proposed protection measures to ensure that the project has been designed or redesigned to be in full conformance with applicable state laws, regulations, and other mandates such as Programmatic Agreements, EIRs, and/or current professional standards. The CDF Archaeologist shall provide approval signature ONLY after the investigation and report have been satisfactorily completed. The CDF Archaeologist shall ensure that a clean, complete copy of the survey report is provided to the appropriate Information Center for permanent retention. The CDF project manager shall ensure that a copy is included in the appropriate project file to demonstrate compliance with these procedures.

Archaeological Clearance: Archaeological clearance shall be given only after all these

procedural steps have been completed and documented in the project file. This documentation shall include either a letter to the file or a survey report signed and approved by a CDF Archaeologist.

Procedures for Post-Approval Discovery of Cultural Resources: If a cultural resource is discovered within a project area after the project has been approved, the following procedures apply:

1. Project activities within 100 feet of the newly discovered cultural resource shall be immediately halted.
2. The appropriate CDF Archaeologist shall be immediately notified.
3. The CDF Archaeologist shall evaluate the new discovery and develop appropriate protection measures.
4. The CDF Archaeologist shall investigate how the project was reviewed for cultural resources to determine if the cultural resource should have been identified earlier.
5. The CDF Archaeologist shall ensure that the newly discovered site is recorded and its discovery and protection measures are documented in the project files.
6. For discoveries made on federally funded CDF projects, the CDF Archaeologist shall notify and consult with the federal agency funding the project and the SHPO prior to authorizing recommencement of project activities near the newly discovered site.
7. If the newly discovered site is a Native American Archaeological or Cultural Site (defined in the Forest Practice Rules), the CDF Archaeologist shall notify the appropriate Native American tribal group and the NAHC, if appropriate.

III. Completing the CFIP Records Check Request Form

These instructions provide guidance for conducting an archaeological records check for a CFIP project as well as the completion of the CDF records check request form entitled: **Archaeological Records Check Request for a CFIP Project**. Any questions concerning the records check process for CDF projects may be directed to Daniel Foster, Senior State Archaeologist, CDF Sacramento at (916) 653-0839, or to any of the these CDF archaeologists:

Richard Jenkins, CDF Cascade Area Office, Redding, (530) 224-4749

Steven Grantham, CDF Humboldt-Del Norte Unit, Fortuna, (707) 726-1251

Chuck Whatford, CDF Northern Region Headquarters, Santa Rosa, (707) 576-2966

Linda Sandelin, CDF Southern Region Headquarters, Fresno (209) 243-4119

Gerrit Fenenga, Sacramento Headquarters, (916) 651-2021

1. The most current form entitled *Archaeological Records Check Request for a CFIP Project* (herein after called "form"), or an equivalent to it, must be used to initiate all CDF records checks pursuant to the MOA, with the exception of ownership-wide records checks. The form must be typed, legibly printed in ink, or prepared on a word processor. It is recommended that Requestors conducting frequent records checks develop a facsimile of this form on their personal computer. A downloadable version of the form is available on the CDF Archaeology Program Web Site.
2. Ownership-wide records checks or 5-year updates for previously conducted ownership-wide checks may be conducted either by the IC upon receipt of a letter of request or by a Professional Archaeologist retained by the Requestor, in accordance with the procedures specified in the latest adopted version of the **ICPM**. The form may be used or the request made in a letter. If the form is not used, the Requestor must nevertheless sign the Agreement of Confidentiality and Documentation Responsibility as printed in full on the form.
3. The Requestor must either be an RPF, a Professional Archaeologist, or a person who has successfully completed a CDF Archaeological Training Course within the five years prior to submission of the records check request and who is working under the direction of an RPF or Professional Archaeologist. If the Requestor is not an RPF or a Professional Archaeologist, the name address and phone number of the RPF or Professional Archaeologist responsible for the records check must be included on the form.
4. The Requestor must attach a project map consisting of a high-quality photocopy or digitally replicated version of the relevant portion of a USGS 7.5-minute topographic quadrangle map at a scale of 1:24000 with the map name and actual project area clearly indicated. A digitally replicated version of the 7.5-minute USGS map may be utilized provided it is a 1:1 high quality copy of the relevant portion of the 7.5-minute USGS map with the map name and actual project area clearly indicated.
5. A "CDF Project" means any project developed by CDF, and any project permitted or enabled by CDF through its Lead Agency responsibility pursuant to the California Environmental Quality Act (CEQA), as amended, or any of the various types of timber harvesting projects authorized by the Forest Practice Regulations that are reviewed by CDF. For CDF projects on CDF properties, consult with a CDF Archaeologist first to find out if a records check has already been completed for the property. For all CDF projects, it

is recommended that the entire parcel be included in the request for a records check so that this information may be used if additional projects occur on the same property.

6. The term “Historical Resources” as used in this document has the same meaning as that used in state law (Public Resources Code Section 5020.1(J)) that includes, but is not limited to, any object, building, structure, site, area, place, record, or manuscript that is historically or archaeologically significant, or is significant in other specific aspects of California life.
7. The term “historical resources” as used in this document refers to buildings, structures, sites, objects, districts, and all manner of properties containing material remains of past human life or activity.
8. The fee schedule for CDF records checks has been revised and approved by the State Historic Resources Commission since publication of the fee schedule included in the latest adopted version of the **ICPM**, which at the time of this article was revised was the August 1995 edition. At the present time (January 2003), the Information Center (IC) Coordinators are charging fees for providing information and/or access in accordance with the following schedule that also applies to CDF records checks:

Records Search Fee is \$120 per hour for any portion of the first hour, thereafter \$60 per 1/2 hour. Minimum charge is \$120. In-House Access Fee (for Archaeologists doing their own searches or doing them for RPF clientele) is \$80 per person per hour for any portion of the first hour and \$40 per person per 1/2 hour thereafter. Minimum charge is \$80 per person.

Photocopying Fee is \$30 per hour (IC staff time) + \$.15 per page.

Rapid Response Fee is \$180 per hour. The response time period involved in a "Rapid Response" is intended to be faster than the time frames stipulated in the MOA or in these Instructions and shall be agreed to by the Coordinator and the Requestor who asks for this service. Note: For Emergency Notice Records Checks, Stipulation 11 of the MOA specifies that the IC will attempt to provide this service within one (1) to three (3) business days following receipt of a completed request form. Requests for Emergency Notice records checks will incur this rapid response fee plus any copy, FAX, and telephone charges.

Fax Fee \$10 for up to ten pages, \$1 per page thereafter. Minimum charge of \$10.

The ICs no longer accept prepayment of record search fees. When the requested information is provided, an invoice will be sent to the Requestor or, alternatively, to his/her designee. These fees should be paid in a timely manner. Also, according to Stipulation 6 of the MOA, if the total fee is likely to exceed \$200, the IC is to notify the Requestor, even if the Requestor did not request a fee estimate.

10. Requestors shall choose one of four types of CDF records check services available: **Complete, Limited, Emergency Notice, or Update**. A records check (also known as a records search) consists of a review of the CHRIS information that exists at the IC regarding historical resources within a search (or project) area. For all four types of records checks, the area checked by the IC will only include the project area and the area immediately adjacent to it as shown on the project map. As specified in Stipulation 9 of the

MOA, the area “immediately adjacent” to the project area includes those areas within 1/16th mile of the project area.

Complete Records Check The Requestor may choose this option for any CDF project. It will initiate a full (complete) records check for the project area as mapped as well as the area immediately adjacent, as defined above. This type of records check will provide more complete information—including historical background and a recommendations section (depending upon the CHRIS information on file at the IC)—than is provided in a Limited Records Check. A Complete Records Check may be appropriate for requestors new to an area or those unfamiliar with the archaeology or history of the area. The review by the IC will include items #1-3 and may include items #4-6 listed below:

- (1) identification of known or suspected historical resources depicted on base maps maintained at the IC,
- (2) identification of any historical resource listed on Historical Resource Registers including California Historic Landmarks, Points of Historical Interest, the National Register of Historic Places, and the California Register of Historic Places,
- (3) identification of any previous historical resource investigation(s) that occurred within or immediately adjacent to the project area,
- (4) identification of any historic resource derived from a review of pertinent ethnographic, archaeological or historical literature covering the project area,
- (5) identification of any historical resource depicted on General Land Office (GLO) plats or other historic maps and,
- (6) identification of known historic trails through review of local information sources.

Limited Records Checks The Requestor may choose this option for any CDF records check. It will initiate a limited check of the records for known historical resources or historical resource investigations (e.g., surveys) within or immediately adjacent to the project area but will not include background information or recommendations. This service option may be appropriate for those Requestors already familiar with the history and archaeology of the area. The review by the IC will include:

- (1) determination of whether or not any known or suspected historical resources exist within or immediately adjacent to the project area,
- (2) identification of any registered historical resources known to exist within the project area. The registers checked shall include the California Historic Landmarks, Points of Local Interest, the National Register of Historic Places, and the California Register of Historic Places and,
- (3) a determination of whether or not any previous historical resource investigations (e.g., surveys) have occurred within the project area.

Emergency Notice Records Check This records check service will only be offered for Emergency Notice Timber Operations. The review by the IC will include:

- (1) identification of any known or suspected historical resources existing within or immediately adjacent to the project area, as mapped, and,
- (2) identification of any registered historical resources within and/or immediately adjacent to the project area. The registers checked shall include the California Historical Landmarks, Points of Historical Interest, the National Register of

Historic Places, and the California Register of Historic Places.

Records Check Update This records check will only be offered for a project area that has been subjected to a previous records check and which is completely within the boundaries of the original records check. The Requestor shall submit a completed form and current project map (i.e., a 1:1 copy of the appropriate USGS topographic quadrangle map with the map name and the project area clearly delineated) and attach a copy of the IC's written response from the previous records check, including the previous project map, and indicate the IC File Number on the request form. The IC shall conduct a quick review to determine if any new information has become known since the previous records check was conducted.

11. Although the latest adopted version of the **ICPM** specifies that the ICs shall complete a Records Search (or Records Check) within 30 calendar days, pursuant to the MOA, the ICs shall attempt to complete a CDF records check within the following time frames:

Complete Records Check: 14 calendar days from receipt of completed Request Form and Map.

Limited Records Check: 14 calendar days from receipt of completed Request Form and Map.

Emergency Notice Records Check: within 1-3 business days from receipt of completed Request Form and Project Map, which may be transmitted by FAX.

Records Search Update: 14 calendar days from receipt of completed Request Form, current Project Map and copy of previous records check and previous Project Map.

If the IC is unable to meet these time frames for a records check request for a CDF Project, Stipulation 11 of the MOA requires that the Requestor be notified via telephone and given an estimated time for completion. Stipulation 11 also states that the IC may extend these time frames if the Requestor fails to properly complete the request form or if the Requestor chooses to be given a cost estimate prior to beginning a records check.

To facilitate a rapid response, the Requestor may phone the IC to discuss the project and the time frame for completion of the records check. The completed request form and map should be sent via FAX. If the IC is unable to meet these time frames for a CDF Project, the Requestor shall be notified via a telephone call and given an estimated time for completion. These time frames may be extended if the Requestor fails to properly complete the request form or if the Requestor chooses to be given a cost estimate prior to beginning a records check.

12. Requestors must sign a **Confidentiality and Documentation Responsibility Statement** on the request form which shall ensure: (1) that all information regarding specific site locations is kept confidential except for disclosures required by forest practice rules or necessary to carry-out protection of sites, (2) that specific site locations are not included in any document made available to the general public, (3) this information shall not be utilized by the Requestor to destroy, excavate, or vandalize historical resources, and (4) the information is not utilized for any project other than a CDF project, as specified in the

- MOA.
13. CDF and the ICs encourage the Requestor to use the downloadable version of the **Archaeological Records Check Request For A CDF Project** form available on the CDF Archaeology Program Web Site for use on their own computer system. In order to save space such that the form may be completed in one page plus a Project Map, the Requestor may delete any check boxes under "Directions to the Information Center" that do not apply. HOWEVER, the entire "Confidentiality Statement and Documentation Responsibility" section must always be included.
 14. The **Archaeological Records Check Request For A CDF Project** form and attached Project Map shall be sent to the appropriate IC for processing. A listing of these ICs including the names of the Coordinators, IC addresses and counties of jurisdiction is available on the CDF Archaeology Program Web Site. The form and map may be transmitted to the IC by FAX. A list of the Information Centers of the CHRIS is included in this Reference Manual and Study Guide.
 15. The Requestor shall ensure that a complete copy of any historical resource investigation report prepared for the project be sent to the appropriate IC within 30 days of project approval. This must be a final report containing any corrections required during the review by CDF and shall include the THP or project number assigned by CDF. The Requestor shall also submit two copies of any new site records or updates for site records (completed to the State standards as determined by CDF) prepared in reference to the project, if any such site records were prepared, but should not submit the records check reply letter, background reference information, or copies of previously recorded sites that were sent to the Requestor by the IC as a result of the records check, because the IC already has these on file. The site records shall be submitted separated from the report as the IC stores records and survey reports in separate files.
 16. A ***current archaeological records check*** is defined in the Forest Practice Rules (14 CCR Section 895.1) as one conducted within the past five years. This definition is applicable to all CDF Projects. Records checks for CDF projects that are older than five years from the date the new project is submitted to CDF should be resubmitted to the appropriate IC for a Records Check Update. A Requestor may use an existing records check previously completed for another project on the same property if that records check is current (i.e., was conducted within the previous five years) and if all of the current project areas were covered in the previous records check.

Step-by Step Instructions for Completing the Form

Requestor Provide the name of the person requesting the records check.

Name of RPF or Archaeologist Involved Provide the name of the RPF or Professional Archaeologist involved in the preparation of the project for which the records check is requested.

Affiliation Provide the name of any company, group, etc., represented by the Requestor, and as needed, the name of the company, group, etc. represented by the RPF or Professional Archaeologist involved in the proposed project.

Address Provide the business address of the Requestor, and as needed, the business address of the RPF or Professional Archaeologist involved in the proposed project.

Phone # Provide the business phone number of the Requestor, and as needed, the business phone number of the RPF or Professional Archaeologist involved in the proposed project.

Project Name Provide the name of the proposed project.

County of proposed project Provide the name of the county (or counties) in which the proposed project is located.

USGS Quad(s) Provide the name(s) of the USGS 7.5' topographic quadrangle map(s) on which the proposed project area can be found.

Legal Location Indicate the Township, Range, and Section(s) for the proposed project.

Number of Acres Provide the number of acres included in the proposed project area as depicted on the attached Project Map.

Project Type Indicate the type of proposed CDF project which may include, but not be limited to, Timber Harvesting Plan (THP), Notice of Emergency Timber Operations (EM), Exemption Notices (EX), Conversion Exemption, Non-Industrial Timber Management Plans (NTMP) and/or cost-share grants administered by CDF's Forestry Assistance Program (e.g., CFIP, FLEP, Forest Stewardship, etc.), purchase of conservation easements, vegetation management projects implemented under CDF's VMP or Pre-Fire Programs, Urban Forestry grants, projects on State Forests, as well as Capital Outlay, Facility Improvements on other CDF properties, and any other project for which CDF is the Lead Agency responsible for review and approval.

IC File # (completed by IC) Leave blank.

Project Description Provide a brief description of the nature of the proposed project and proposed project activities that may adversely affect archaeological and/or historical resources.

RECORDS CHECK OPTIONS (check one) Check only one option to initiate records check processing by the IC. Note: **Emergency Notice Records Checks** will only be offered for Emergency Notice timber operations. **Records Check Updates** will only be offered for a project area that has been subjected to a previous records check that is completely within the boundaries of the original records check. A copy of the previous records check response letter from the IC, the previous project map, and the IC File Number must be provided along with a completed archaeological records check request form and current project map.

DIRECTION TO THE INFORMATION CENTER Check as many boxes as appropriate for the proposed project. Provide any archaeological or historical site information about the project area that is already known to the Requestor. This will avoid unnecessary extra cost for time spent on the records check for the IC staff to provide material already available. The IC, as indicated by the boxes that the Requestor has checked, will provide any and all information. In order to save space such that the form may be completed in one page plus a Project Map, the Requestor may delete any check boxes under this heading that don't apply. HOWEVER, the entire "Confidentiality Statement and Documentation Responsibility " section of the form MUST BE included as well as the Requestor's signature and the date the form was signed.

No archaeological or historical information known about this project area. The Requestor may check this box if no information about the project area is known to the Requestor.

I am aware of the following previous investigations within this project area. The Requestor may check this box if there are previous investigations already known to the Requestor. Be sure to reference any known report by author, title, and date.

I am aware of the following known archaeological or historical sites within or directly adjacent to the property. The Requestor may check this box if there are any sites already known to the Requestor that are located in or adjacent to the project area. Provide any site numbers and/or other designations for these known sites and plot the locations on the Project Map. The IC will confirm the accuracy of these plotted locations.

I do not request photocopies of the reports or site records listed above, as I already have them. The Requestor may check this box if the Requestor is already in possession of copies of reports or site records mentioned above.

Information Center shall notify Requestor, prior to initiating the records check, if the total fee is likely to exceed \$200. The Requestor may check this box if the Requestor needs to know that the total fee for the records check is likely to exceed \$200. By checking this box, the records check will not begin, if it likely to cost more than \$200, until the Requestor has authorized the IC to begin. The time frames listed in Item #8 above do not begin until after the authorization to proceed has been given.

() **Other relevant information (attach additional pages if necessary)** The Requestor may check this box and provide any additional information relevant to this records check.

() **Special Instructions** The Requestor may check and provide any special instructions to the IC conducting the records check. This may include requests for information concerning ethnographic references, local archaeologists or Native Americans to contact, typical types of sites, artifacts, or material types, etc.

CONFIDENTIALITY STATEMENT AND DOCUMENTATION RESPONSIBILITY

Signature of Requestor and Date Signed The Requestor must sign this form in the space provided and enter the date on which the request form was signed. The records check will not be processed until the form is signed and dated. Furthermore, by signing this form, the Requestor agrees to comply with the terms set forth in the paragraph titled "**Confidentiality Statement and Documentation Responsibility.**"

ARCHAEOLOGICAL RECORDS CHECK REQUEST FOR A CFIP PROJECT

This form may only be used to initiate a California Department of Forestry and Fire Protection (CDF) archaeological records check for a CDF project. The Requestor must be an RPF, a Professional Archaeologist, or a person who has successfully completed a CDF Archaeological Training Course within the five years prior to submission of this Request and who is working under the direction of an RPF or a Professional Archaeologist. This request cannot be processed without a project map and the Requestor's signature on this form. The project map must be a high-quality photocopy of the relevant portion of a USGS 7.5-minute map at a scale of 1:24,000 with the map name and the actual project boundaries clearly indicated. A set of instructions for the use of this form and the records check process it initiates is available on the CDF Archaeology Program Web Site at <http://www.indiana.edu/~e472/cdf/>. Any questions pertaining to the use of this form or the procedures to conduct an archaeological records check for a CDF project may be directed to CDF Archaeology Program Manager Dan Foster at (916) 653-0839 or to any of the regional CDF Archaeologists.

Requestor: _____ Name of RPF or Archaeologist involved: _____
Affiliation: _____ Affiliation: _____
Address: _____ Address: _____
Phone #: _____ Phone #: _____
Project Name: _____ County of proposed project: _____
USGS Quad(s): _____ Legal Location: _____
Number of Acres: _____ Project Type: _____
IC File # (completed by IC): _____ Project Description: _____

RECORDS CHECK OPTIONS (check one)

- COMPLETE RECORDS CHECK LIMITED RECORDS CHECK
 EMERGENCY NOTICE RECORDS CHECK RECORDS CHECK UPDATE (previous IC File #): _____

DIRECTION TO THE INFORMATION CENTER

The Requestor should provide any archaeological or historical site information about the project area which is already known to the Requestor. This will avoid unnecessary time spent on the records check providing material already available.

- No archaeological or historical information known about this project area.
 I am aware of the following previous investigations within this project area:
 I am aware of the following known archaeological or historical sites within or directly adjacent to the project area:
 I do not request photocopies of the reports or site records listed above, as I already have them.
 Information Center shall notify Requestor, prior to initiating the records check, if the total fee is likely to exceed \$200.
 Other relevant information (attach additional pages if necessary):
 Special Instructions:

CONFIDENTIALITY STATEMENT AND DOCUMENTATION RESPONSIBILITY

I understand that the Information Center is providing confidential archaeological information as a service to CDF, the Requestor, and the Registered Professional Forester (RPF) or Professional Archaeologist responsible for the CDF project. By requesting this information, the Requestor and the RPF or Archaeologist assume the professional responsibility to the State Office of Historic Preservation and the Information Center for the appropriate management of this information. This management shall ensure that: (1) all information regarding specific site locations is kept confidential except for disclosures required by forest practice rules or necessary to carry-out protection of sites, (2) specific site locations are not included in any document made available to the general public, (3) this information shall not be utilized by the Requestor to destroy, excavate, or vandalize historical resources, and (4) the information is not utilized for project planning outside the scope of this MOA. Furthermore, CDF, in its capacity as lead agency under CEQA for environmental review and approval of projects on privately-owned and other non-federal lands in California, shall determine which historical resources identified during the project review process need to be recorded, re-recorded, or supplemented. This determination will be based on the legal authority to carry out recording efforts on private property and other considerations. The Requestor shall be responsible to ensure that a complete copy of any archaeological investigation report and two copies of any site records or supplements (completed to State standards, as determined by CDF) prepared for this project, if any such site records were prepared, shall be sent to the appropriate Information Center within 30 days of project approval. This must be a final report containing any corrections required during review by CDF. By signature on this form, the Requestor agrees to comply with the terms stated in this paragraph.

Signature of Requestor (required): _____ Date signed: _____
CDF Archaeology Office 01/28/03

IV. Completing the CDF Archaeological Survey Report Form

Introduction: The purpose of the *CDF Archaeological Survey Report Form* is to document the results of an archaeological survey and impact assessment, demonstrate completion of required tasks, identify specific protection measures, and ensure review and approval by a CDF Archaeologist to support the Department's approval of the project. This information is kept by CDF but not made available to the general public in order to prevent disclosure of sensitive resource locations to unauthorized individuals. Once approved, the completed report is forwarded to the appropriate Information Center of the California Historical Resources Information System for permanent retention so that this information can be added to the state's database of cultural resources and benefit future management or research on the property. The current version of the *Archaeological Survey Report Form for CDF Projects* was created in January 2003 and was designed to closely follow the recently revised Confidential Archaeological Addendum for THPs. A downloadable version of the form is available from the CDF Archaeology Program Web Site at <http://www.indiana.edu/~e472/cdf/forms/forms.html> or through written request by email to any of CDF's staff Archaeologists. The survey report form is designed to document investigations for typical CDF projects. Complex investigations, such as those requiring site testing, may require additional documentation. This report form is intended for use by a CDF resource professional who has completed archaeological training. The investigation documented in the report shall be conducted under the guidance of a CDF Archaeologist for professional review and concurrence with findings.

Title Block and Footer: The title block must contain the name of the project, county, author's name, author's affiliation, address, and phone number. Provide the date the report was written. [Be sure to delete the parentheses which were placed on the form only to guide the insertion of the appropriate project specific information.] The following are typical examples of how the title block should appear:

An Archaeological Survey Report for the
Rice Canyon VMP Project
Lassen County, California

by:

Joe Forester, RPF #0001
Unit Forester, Lassen-Modoc Unit
697-345 Highway 36
Susanville, CA 96130
(123) 456-7890

January 23, 2003

An Archaeological Survey Report for the
Well Replacement and Utility Trenching
at the CDF Coalinga Forest Fire Station
Fresno County, California

by:

Susan Jones, Battalion Chief
Coalinga Battalion, Fresno-Kings Unit
California Department of Forestry and Fire Protection
640 West Elm Avenue
Coalinga, CA 93210
(123) 456-7890

March 1, 2003

Insert the name of the project into the space created in the footer. The CDF Archaeologists request that the name of the project appear in small, italicized font as a footer on each page. To insert the information, open the survey report to page 2, click on *View*, then select *Headers and Footers*. Click the third button to the left of *Close* which will switch to the footer and display the prompter to insert the project name. After entering the name and deleting the prompter and parentheses, select *Close* and save the file. The name of the project should now appear in small italicized font on the bottom of each page except the first page.

Part 1: Project Information: Provide the project number and the name of the CDF project manager. Include the title, headquarters location and telephone number of the project manager if the project manager is not the author of the report. The author of the report is usually also the project manager and archaeological surveyor. In such instances the address and telephone numbers do not need to be repeated in Parts 1 and 5. Indicate the size of the project, usually in acres, although linear projects (such as shaded fuelbreaks) can be described differently. Provide the name of the 7.5 minute topographic quadrangle map, the name of the landowner or landowners, and the legal location. Briefly discuss the source of funds supporting the project. Indicate if the project includes state funds, federal funds, or both. For projects involving federal funds, indicate the federal agency that provided funding. This funding information is needed to comply with Programmatic Agreements and to prepare annual reports specified in those agreements. Provide a brief project description and be sure to include a discussion of all ground disturbing activities.

Part 2: Archaeological Records Check Information: A current archaeological records check conducted at the appropriate Information Center (IC) of the California Historical Resource Information System must have been conducted for the project area. A request form and additional instructions are available on our web site. Indicate the date this check was completed and attach a copy of the completed records check request, maps, and reply from the Information Center (IC) including mapped information. Provide the IC file number and summarize the results of the records check discussing whether or not archaeological or historical sites are known or suspected to exist within the project area, and whether or not the property has a previous archaeological investigation on record.

In some instances, CDF project managers will be using a different method to complete an archaeological records check. CDF maintains a data base of information on cultural resources on Demonstration State Forests, and these sources may be reviewed in lieu of a typical records check at the IC if the data base has been kept current. CDF also keeps records on archaeological surveys for many of its facilities. CDF must update its data base every five years for those sources in order for that data base to continue to be an adequate and legal alternative to IC record checks for every project.

Part 3: Native American Consultation Information: The first half of this section must be completed for all projects. It documents the first notice and information request sent to Native Americans. The second half, beginning with the phrase “Date Notification Letters were sent to Native Americans (if applicable)” must be completed only in those instances where a Native American archaeological or cultural site was confirmed to exist within the Area of Potential Effect for the project. In the first part, provide an example of an information request letter that was sent, including the maps. Be sure the information request letters include all of the information and statements identified on pages 8-9 of this document.

List all of the Native American contacts that you provided written notification about the proposed project, the date of the CDF Native American Contact List that you used to determine the appropriate tribal contacts, and the date your letters were sent. Check the appropriate box pertaining to the results of this request and check the appropriate box pertaining to the presence or absence of Native American archaeological or cultural sites identified within the CDF project area. If you check “No” (that such sites have not been identified), then you may delete the remaining portions of the form in this section or leave them blank. We recommend that you delete those portions of the form if they do not apply to the report being prepared. If you check “Yes” (that such sites have been located within the project) you will need to send additional noticing to Native Americans and discuss the results in Part 3. To avoid delays in project approval, send the second letters immediately after the survey has been completed and protection measures have been determined, in consultation with the CDF Archaeologist. This second letter should contain the following:

- the name, address, and telephone number of the CDF project manager sending the notice,
- the name, number, or other designator of the CDF project,
- a list of all known Native American archaeological or cultural sites located within the project area, including a name, number or other designator, and a brief description of each site,
- a brief discussion of how each site shall be protected,
- a statement that written comments may be submitted for CDF’s consideration at the address provided if received within 30 days

If, during review of certain CDF projects, the typical practice of allowing 30 days for reply to this second notice will create difficulties, the CDF project manager may consult over the telephone or through a face-to-face meeting with each required tribal contact and document this consultation in Part 3 of the report.

There may be times, such as when working on a project that has previously surveyed, when you know the location of the Native American archaeological or cultural sites and appropriate, specific, enforceable protection measures prior to starting your project. You have the option of combining the two letters into one if you make sure that you include all information required for both letters. If there are any changes to the project, such as the discovery of new (i.e., previously unrecorded) archaeological sites during additional surveys, or changes to the protection measures, you would then have to send an additional notification letter to the Native American groups and individuals previously contacted.

Part 4: Prefield Research: The prefield research will help you determine where you are going to intensify your survey and what you should be looking for. Suggestions for conducting prefield research were provided on pages 9-10 and are not repeated here. Be sure to list the literature reviewed and the persons contacted during the required prefield research, and most importantly, provide a summary of the results of this research as it relates to this project. The following statement in quotation marks is an example of a summary that would be neither acceptable nor adequate: “Prefield research resulted in no additional information to what was already known or provided in the records check.” The summary of prefield research results must include a discussion of the history of the area. Indicate which tribal group lived in the area, briefly characterize the nature of its settlement patterns and describe how the tribe may have used the project area. Also describe the historic settlement in the area and list the sites known in the area and the type of sites that are expected to be found in the project area and vicinity.

Part 5: Training and Experience of Archaeological Surveyors: Provide information concerning the training and qualifications of the person or persons who conducted the archaeological survey to demonstrate that the surveyors meet the qualification standards described in Section 929.4 of the Forest Practice Rules. List the name of the current archaeological surveyor. Provide that person's affiliation, address, and phone number if this information is not already included in the title block or in Part 1 of the report. If the archaeological survey was conducted by a person with current CDF archaeological training, provide the most recently completed training course number and the date the training course was completed. The training must be current (within five years prior to the survey). If the current surveyor is a Professional Archaeologist check the appropriate box. If, according to the Information Center response, the project area or part of the project area had been previously surveyed, list the previous surveyor's name and title of any applicable survey report on file.

Part 6: Survey Methods and Procedures: The information provided in this section should describe the effort made to search for cultural resources within the project area, and to demonstrate that an adequate and appropriate effort was made. In describing the survey strategy explain the archaeological survey methods that were used. Summarize the survey strategy by incorporating recommendations made by the Information Center and by using results of the prefield research. Survey strategy may be influenced by additional considerations such as topography and/or other physical attributes of the property. Provide information addressing where you looked, what methods were employed, and what you were looking for. For example, CDF recommends that you not state that you were searching for bedrock mortars in Humboldt County, since to date no bedrock mortars have been identified there and, therefore, it is believed that bedrock mortars do not occur there. On the other hand, if your survey was within the Sierra Nevada region it would be quite appropriate for you to indicate that you were searching all likely rock outcrops for bedrock milling features. In other words, demonstrate that you know what you should have been looking for and that you employed a survey strategy that was appropriate for the area or region in which the property is located. CDF has produced a few articles designed to assist CDF personnel in developing appropriate strategies and these are available on the CDF Archaeology Program Web Site and in the *Reference Manual and Study Guide for the CDF-CLFA Archaeological Training Program For Registered Professional Foresters And Other Resource Professionals*.

Discuss the length of time spent conducting the archaeological survey. If you indicate that only one day was spent on the archaeological survey for a 500 acre project the CDF Archaeologist reviewing that project would likely question the adequacy of the survey effort. Also provide the date or dates of your survey. It is important that you survey during good weather and at a time when you have the best ground visibility.

Discuss the survey coverage intensity. If you applied systematic survey coverage, describe your transect intervals. For surveys on smaller parcels, it is perfectly acceptable to describe a survey coverage intensity that results from looking for archaeological sites while you were covering the area in the conduct of other tasks. Be sure, however, that you proceed slowly enough and cover the ground intensively enough to ensure that adequate survey coverage has been applied. Coverage with adequate intensity can be accomplished while doing other fieldwork, but be sure to accurately describe how well the ground was covered. For large project areas, it is better to apply different forms of systematic coverage. A lengthy discussion of systematic survey coverage is provided on pages 10-11 of this document. Discuss ground visibility and/or other limitations you encountered during the survey. If heavy duff or grass cover inhibited ground visibility and you used surface scrapes to improve your ability to see the soil, or if you observed exposed soils in road cut banks or

creek banks, mention this. If portions of the project area were not included in the site survey area, be sure to explain why (i.e., the terrain was too steep, it was vegetated with abundant poison oak, etc.). Also include any other relevant information concerning your survey such as relevant details about the history of the area, any sites from a previous study, facts about previous land management practices, burn history, etc.

If recorded archaeological or historical sites were identified during the archaeological records check as occurring within or adjacent to your project area, then you should attempt to relocate each site during the survey. For recorded sites adjacent to the project area, you should relocate those sites and determine if they extend into your project area. Be sure you have obtained permission to enter any adjacent lands (trespassing is not recommended).

Once archaeological and/or historical sites are found you will need to determine their boundaries so they can be mapped, recorded, and protected. If flagging is to be used, we recommend the use of printed flagging that contains the words "Special Treatment Zone" and the placement of enough flagging so that the site boundaries are readily visible to equipment operators and other members of the project crew.

Part 7: Survey Results: List and briefly describe all archaeological or historical sites identified within the site survey area, including their size, type, and condition, regardless of their significance. Display the specific location of all identified archaeological or historical sites, and the areas covered, on an attached map or set of maps. At least one of these maps must be a 1:1 scale copy of a USGS 7.5' quad map so the information can be accurately transferred to the official data base maps at the Information Center. The designations used for the sites on these maps must correspond to the designations for each of these sites in Parts 7, 8, and 9 of the report. This list and description must include previously recorded sites in addition to the new ones you discovered. If the Records Check shows sites that you were not able to relocate, discuss this in your survey results. Here is an example of a good site list with brief, but adequate site descriptions:

- Site #1. This is a previously recorded site, assigned the trinomial of CA-MEN-1806/H, recorded by Mark Gary in 1992. It is a multi-component site with both prehistoric and historic components. The majority of the site area contains a rich midden deposit with three possible housepits and a cupule boulder--evidence suggesting that this was a major prehistoric village site. The site appears to be in excellent condition. Artifacts observed on the surface include a rich scatter of chert and obsidian flakes and three projectile points. The historic element is the ruins of a one-room log cabin built with wire nails in circa 1920. The site measures about 250 m. X 100 m. in area.
- Site #2. I discovered this site during the survey and named it the Bear Creek Site. It is a prehistoric lithic scatter of moderate density (about 5 flakes per square meter). Chert and obsidian flakes were found but no midden, features, or flaked tools. The site measures about 50 m. X 30 m. and appears to have been disturbed by previous logging operations.
- Site #3. Another site I discovered, named the Callie Homestead, is an historic homestead with a cabin, corral, fruit trees, and scattered historic artifacts including cans and bottle fragments. The site area measures about 200 ft. X 150 ft. The cabin and trees are in good condition but the corral is in ruins. Only about 10% of it has survived.

- Site #4. Another site I discovered, this one named the Bear Creek Can Scatter, is a can scatter measuring 15 X 15 feet. It contains mostly beer cans and food tins and, based on the types of cans, appears to date to circa 1950. As a scatter, there is no depth to this site, which is in poor condition since the cans are extremely rusty and markings are not legible.
- Site #5. This is the location of another recorded site, CA-MEN-1807, recorded by Jim Mismap in 1973 as a small sparse lithic scatter. I did not relocate the site during my survey. The recorded location provided by the Information Center is included on the attached Archaeological Coverage Map, but no site was observed at that location.

In the above example, all five site locations must be plotted on the attached maps, and these plotted locations should be designated Sites 1 through 5. Although site descriptions in the survey report may be kept brief, the same information can be copied and pasted/inserted into the site record, but the level of detail should then be expanded so that it is as detailed as possible.

Following the list and description of each identified site, check the appropriate boxes indicating how CDF's recording requirements have been or will be met. CDF is responsible for recording sites located within project areas and these site records must be completed in accordance with currently acceptable professional standards. The following additional suggestions concerning site recording are offered:

- Site records should be included with the draft report forwarded to the CDF Archaeologist for review.
- If the site was previously recorded you may need to update the site record by re-recording it, particularly if the existing record does not meet current standards or if new information pertaining to the site was found.
- When determining the appropriate level of recording needed for each site, the following general guidelines should be used; bearing in mind that some sites may need additional recordation above these suggested levels. Small, recent, or ubiquitous sites such as historic can dumps, minor ditch segments, etc. may qualify for recording with the minimum acceptable standard, which is a 2-page record including a completed Primary Record and Location Map. Small prehistoric sites (such as sparse lithic scatters) which are to be completely avoided may also be recorded with a Primary Record and Location Map, although CDF recommends the inclusion of a Site Map to ensure the site can be relocated in the future. Larger, more complex sites should be recorded using at least a 4-page record consisting of a Primary Record, Archaeological Site Record, Site Map, and Location Map. In general, all but the very simplest resources should be recorded with a Primary Record, Location Map, and an appropriate detailed recording form or forms (e.g., Archaeological Site Record, Linear Feature Record, Milling Station Record, Rock Art Record). At a minimum, any significant site should be recorded to the 4-page standard (Primary Record, Archaeological Site Record, Site Map, and Location Map). Sites containing diagnostic artifacts should include scale drawings of the artifacts and/or photographs. CDF staff should be familiar with two important references on site recording that are available on our web site. These are: *Suggestions for Preparing Archaeological Site Records and Site Maps* (Betts 2001) and *Instructions for Recording Historical Resources* (Office of Historic Preservation 1995).

Part 8: Evaluation of Site Significance: Most CDF project managers or their designees leave this section blank, even when sites are identified in the project area, and we encourage this practice. An evaluation of site significance is usually needed only if damaging effects to identified archaeological and historical sites cannot be avoided. If the report author chooses to provide an initial assessment of site significance, the analysis must utilize the significance criteria in the definition for a *significant archaeological or historical* site found in Section 895.1 of the Forest Practice Rules. The significance assessment must also utilize any information provided by Native Americans and provide a context statement pertaining to archaeological, historical and ethnographic data pertinent to the region. It should also consider the physical characteristics of the archaeological or historical site. If CDF proposes to protect the site from all *substantial adverse change* (defined in PRC Section 5020.1) and the site has been adequately recorded, then this section does not need to be completed. Instead, simply provide a statement that since the site will be protected and recorded, a preliminary significance assessment is not required.

Be aware that the CDF Archaeologist will require the report to contain extensive documentation in support of a statement that the site is not significant. Almost every prehistoric archaeological site has the potential to meet significance criterion (a) (information potential), and it may be more difficult and costly to demonstrate lack of significance, particularly if subsurface testing is needed. When CDF personnel encounter situations where damaging effects to sites cannot be avoided, a detailed discussion of site significance must be included in this section. Brief arguments dismissing site significance without adequate support are unlikely to result in archaeological clearance of the project by the CDF Archaeologist.

Part 9: Protection Measures: You will need to list the specific enforceable protection measures to be implemented for each identified site. The sites should be listed using the same site designations in Part 7, with specific protection measures included for each listed site. Describe measures designed to ensure protection within the site boundary and within 100 feet of the site boundary. Complete avoidance is the preferred treatment both within the site boundary and within a 100 foot buffer zone, if this is practical. When the report author proposes to carefully implement activities in and around identified cultural resources, an assessment of likely or possible impacts must be presented. In such situations we advise you develop this language in close consultation with a CDF Archaeologist and include an element of on-site supervision to ensure that protection measures or restricted project activities are closely followed. If complete protection is not possible or is impractical, the author will need to develop a detailed plan describing project activities and specific, enforceable protection measures. This plan will then be carefully reviewed by a CDF Archaeologist and key elements of that protection plan included in the second written Notice to Native Americans, if the site is a Native American resource. If limited project activities are proposed within site boundaries, then the detailed plan must be written to avoid significant adverse impacts to that site.

If CDF determines that the proposed project may cause a *substantial adverse change* (as defined in PRC Section 5020.1) to a potentially significant archaeological or historical site and these potential impacts can not be avoided, one or more of the following scenarios will most likely ensue:

- The project may need to be changed to avoid the affected sites.
- CDF may need to retain a consulting archaeologist to investigate the significance of the site or complete data recovery as mitigation. This investigation could include subsurface testing and artifact analysis and detailed documentation.
- The project may have to be cancelled.

- The project may require an Environmental Impact Report (EIR) including public and agency review.
- The project may require consultation with the appropriate federal agency and the State Historic Preservation Officer (SHPO) if federal funding is involved.

Any investigation report shall, at a minimum, contain recommendations for the mitigation and/or the reduction of impacts to avoid or prevent substantial adverse change to significant archaeological or historical sites, and shall meet the standards of *Preservation Planning Bulletin Number 4* December 1989, Office of Historic Preservation), entitled *Archaeological Resource Management Reports (ARMR): Recommended Contents and Format*. Detailed information on site impacts and appropriate protection measures is available in the *Reference Manual and Study Guide for the CDF – CLFA Archaeological Training Program For Registered Professional Foresters And Other Resource Professionals*.

Part 10: Implementation of Protection Measures: In this section, the author should describe the efforts made to ensure that protection measures are effectively carried out. For example, the protection measures should be included in the *Incident Action Plan* for VMP projects so crews carrying out project activities are adequately informed. For CFIP projects, protection measures may be inserted into the Forestland Management Plan, and specific directions given to work crews. On-site supervision is another useful tool to ensure the protection measures are carefully followed. Protection measures should be included in the Environmental Checklist for CFIP and VMP projects. Upon request the CDF Archaeologist may provide assistance in developing the appropriate language for the Cultural Resources Section in this Checklist. The CDF Forester or RPF may need to revise the Project Description to incorporate the results of the archaeological investigation, especially when specific, enforceable protection measures have been developed to protect archaeological sites. Remember that archaeological site locations are exempt from the Public Records Act; they must be kept confidential and must never be included in any public document. The CDF Archaeologist should review any perceived conflict between confidentiality policy and public disclosure requirements. A decision needs to be made regarding who must know where sites are located and how much information they need to know about them. Those individuals trusted with archaeological site location information must be advised of the importance of keeping this information confidential. The project manager should incorporate results of the archaeological investigation into the Management Plan for the property, if one is being prepared, and should notify all appropriate project personnel of specific archaeological protection measures that were agreed-to, and ensure that these measures are carried-out. The project manager should monitor and evaluate the effectiveness of any plan used to protect archaeological or historical resources upon completion of the project by inspecting sensitive areas to determine if desired objectives have been met. These efforts should be discussed in Part 10 of the report.

Part 11: Other Applicable Information: This section is intended to be used if the author wishes to provide any other applicable information that did not fit well in the previous sections of the report. In past years we have seen authors use this section to discuss land ownership history, history of land management practices, future development and/or resources found outside the site survey area.

Part 12: Attachments: The following attachments should be included with your survey report:

- A copy of the completed records check request and its accompanying map, and the written response from the appropriate Information Center including all information and/or site records provided by the IC.
- An example of CDF's correspondence with the local Native American tribal groups and individuals including maps, and any response that has been received.
- Site records including maps. Include original photos rather than photocopies of photos.
- Archaeological Coverage Map or Maps, one of which must be a USGS 7.5-min. quad map (or digitally generated topographic equivalent) at 1:24,000 scale. The map must show a north arrow, scale, project boundary, location of all archaeological and historic sites identified (with site size and configuration mapped accurately), regardless of significance, and specific areas examined during the archaeological survey. Make sure the designations used to list sites in Parts 7, 8, and 9 are the same designators used to differentiate mapped site locations on the Archaeological Coverage Map. Additional maps at other scales to provide increased clarity are encouraged, and in small projects may be necessary, but the 1:24,000 scale map is always required. The reason for this is to enable accurate transfer of site locations and survey coverage areas onto the official base maps kept at the Information Centers which are original 7.5 minute topographic quadrangle sheets.

Part 13: Professional Review and Approval: A CDF Archaeologist will review the report and provide a signature once the investigation and report have been satisfactorily completed. The author may complete the printed name, title, and location, but leave the signature and date lines blank; these will be completed by the CDF Archaeologist. You are encouraged to consult with the CDF Archaeologist several times during the investigation and development of the report. You may wish to forward a draft copy of the report via email for the CDF Archaeologist to review, edit, and finalize. You could send draft maps and site records via FAX for review. Once the CDF Archaeologist determines the investigation and report have been satisfactorily completed, assemble an original report, including all changes recommended during review and with all attachments, and send it to the appropriate CDF Archaeologist for signature and distribution.

CDF Archaeological Survey Report Form:

**An Archaeological Survey Report for the
(name of project)
(name of county), California**

by:

(author's name)
(author's affiliation/title)
(author's mailing address)
(author's telephone number)

(date report was written)

Part 1: Project Information

Project Number:
Name of CDF Project Manager:
Project Size (acres):
Name of 7.5' USGS Quad Map:
Name of Landowner:
Legal Location:
Funding Information:
Project Description:

Part 2: Archaeological Records Check Information

Date of Records Check Conducted by Information Center:
Information Center File Number:
Summary of Records Check Results:

- Records Check Request, Map, and written reply from the Information Center are attached
- Records Check Not Attached

Justification:

Part 3: Native American Consultation Information

Example of a notification letter(s) (including maps) is attached
List of Native American individuals or groups that were provided written notification:

Date of the CDF Native American Contact List that was used:

Date notification was sent:

Results of Information Request:

No reply received as of (date):

Written reply received (copy attached)

Verbal reply received (summarize verbal reply):

Native American archaeological or cultural sites were not identified within the project area

Native American archaeological or cultural sites have been identified within the project area

Date Notification Letters were sent to Native Americans (if applicable):

Date copies of notification letters sent to the Director:

Results of Notification to Native Americans:

No reply received as of (date):

Written reply received (copy attached)

Verbal reply received (summarize verbal reply):

Part 4: Pre-Field Research

Literature Reviewed:

Persons Contacted:

Summary of Results of Pre-Field Research:

Part 5: Training and Experience of Archaeological Surveyors

Name of current Archaeological Surveyor(s):

Archaeological Survey conducted by Professional Archaeologist

Archaeological Survey conducted by person with current CDF Archaeological Training
CDF Archaeological Training Course #

Date Training Course was completed:

Archaeological Survey for previous project within site survey area previously conducted by
(provide name):

Part 6: Survey Methods and Procedures

Survey strategy:

Time spent conducting archaeological field survey:

Date or Dates the survey was conducted:

Survey coverage intensity:

Ground visibility/other limitations:

Other relevant information:

Part 7: Survey Results

List and description of all sites found:

- () No sites found within the site survey area.
- () The following sites have been recorded and completed records are attached:
- () The following sites were previously recorded, updates not prepared (attach copy(ies)):
- () The following sites were previously recorded, updates prepared (attach copy(ies)):
- () The following sites will not be recorded, justification provided below:

Part 8: Evaluation of Significance

Preliminary determination of significance of listed sites (if required):

Part 9: Protection Measures

Specific enforceable protection measures:

Part 10: Implementation of Protection Measures

Discuss actions taken to carry out protection measures:

Part 11: Other Applicable Information

Additional Information:

Part 12: List of Attachments

- | | |
|--|--|
| <input type="checkbox"/> Archaeological Records Check Request | <input type="checkbox"/> Archaeological Coverage Map (1:1 scale of USGS 7.5' quad) |
| <input type="checkbox"/> Archaeological Records Check Request Map | <input type="checkbox"/> Additional Archaeological coverage map(s) |
| <input type="checkbox"/> Information Center Reply | <input type="checkbox"/> Project Vicinity Map |
| <input type="checkbox"/> Example of Notice(s) to Native Americans: | <input type="checkbox"/> Written Reply from Native Americans |
| <input type="checkbox"/> USFS or other Agency Correspondence: | <input type="checkbox"/> Site Records |
| <input type="checkbox"/> Other: | <input type="checkbox"/> Photographs |

Part 13: Professional Review and Approval

Signature of CDF Archaeologist

Date Signed:

Printed name:

Title:

Location: